

# **Local Program Advisory Committee**

## **Sample By-Laws**

### **FOR ADULT EDUCATION ADVISORY COMMITTEES**

#### **STATE OF UTAH**

**March 13, 2007**

#### **ARTICLE 1**

##### **Name**

**SECTION 1**           The name of the committee shall be the [Program Name] Adult Education Advisory Committee for adult education, hereafter referred to as the Committee.

#### **ARTICLE II**

##### **Purpose**

**SECTION 1**           The major purposes of the Committee are as follows: (1) to advise the program Director/Coordinator regarding adult education issues; (2) to ensure that adult education services are appropriate for the community served; (3) to facilitate collaboration and partnerships with the local business community and community agencies, including the Department of Workforce Services, the Division of Rehabilitation Services, and higher education; (4) to advocate within the community for financial and marketing support for adult education; and (5) to advocate for an exemplary, accountable adult education program which enhances the quality of life for all.

**SECTION 2**           The Committee assists and works closely with the program Director/Coordinator to help ensure the proper implementation of laws, policies, and budgets for adult education.

**SECTION 3**           In order to accomplish its purposes, the Committee shall (1) establish and maintain contact with persons, groups, and associations having an interest in adult education; (2) make recommendations to the program Director/Coordinator regarding significant issues in the education of adult students; (3) advise the Superintendent/Chief Executive Officer (CEO) and District Board of Education/Board of Trustees in their efforts to ensure the provision of appropriate services to adult students; (4) assist the District Board of Education/Board of Trustees by recommendations legislation, rules, and guidelines affecting adult education; and (5) participate with the program Director/Coordinator in activities and report findings and observations to the Superintendent and District Board of Education as deemed necessary.

## ARTICLE III

### Membership

#### SECTION 1

All members of the Committee shall be appointed by the Superintendent/CEO. Recommendations for prospective appointees may be proposed by (a) current Committee members, (b) other community organizations and representatives, and (c) other interested parties.

### Procedures

#### A. Membership

1. The members of the Committee shall be comprised of representation from the following organizations and/or agencies:

Adult Education Staff (2)	2 years, ends odd/even years
Adult Education Students (2)	2 years, ends odd/even years
Higher Education (1)	2 years, ends odd year
Prison/Institutional (1)	2 years, ends even year
Superintendent's Office (1)	2 years, ends odd year
Local School Board Member (1)	2 years, ends even year
Business/Civic (2)	2 years, ends odd/even years
Dept of Workforce Services (1)	2 years, ends even years
Dept of Voc-Rehabilitation (1)	2 years, ends odd year
Program Director/Coordinator (1)	<i>Ex-Official</i> (no limit)
Community (2)	2 years, ends odd/even years
Large Member (1)	2 years, ends even year

#### B. Membership Appointment

1. Membership in the Committee is limited to 15 individuals excluding the program Director/Coordinator. All members save the program Director/Coordinator shall be entitled to vote on the affairs of the Committee. The program Director/Coordinator is *Ex-Officio* and votes only in the event of a tie.
2. Committee members who are unexcused and miss more than two consecutive meetings, or three meetings total, can be replaced for the balance of the member's original term. Replacement members are selected by the Committee and need not be proposed for approval by the Superintendent/CEO.
3. The Committee may request that non-participating members who miss three consecutive meetings be replaced on the Committee.

#### C. Other Members

1. *Ad hoc* membership on the Committee shall be open to any individual or organization whose objectives support the work and mission of the Committee. *Ad hoc* members shall not be voting members and must be

approved by the Committee.

2. Meetings are open to the public and non-members may attend. Non-members may be placed on the mailing list for meeting announcements and updates to committee action taken.

#### **D. Membership Approval and Replacement of Members**

1. The Superintendent/CEO and the adult education department hereby establish a process for approval of committee members.
2. The Superintendent/CEO will be notified on an annual basis when it becomes necessary to fill vacancies on the Committee. Replacement names can be recommended by the following:
  - a. The Superintendent/CEO.
  - b. Current committee members.
  - c. Other community organizations and representatives.
  - d. Other interested parties.
3. Replacement names shall be submitted to the Committee.
4. The Committee chair, in conjunction with the program Director/Coordinator, will submit recommendations and individual bios to the Superintendent/CEO for review and appointment January 1 of each year.
5. The approved members of the Committee will be sent notification of their approval by the Committee chair and be invited to the first Committee meeting of the new year.

#### **E. Membership Development**

1. The members of the Committee shall include entities, both public and private, with essential expertise and interest in addressing the needs of adult education. The composition of the Committee shall be as geographically and ethnically balanced and broad-based as possible.
2. To maintain or expand representation, the Committee may recommend to the Superintendent/CEO, by simple majority vote, that membership be extended to include other groups or representatives.

### **ARTICLE IV**

#### **Committee Member Terms**

SECTION 1 All Committee members' terms shall be two years, except for the program Director/Coordinator, with half the Committee renewed in odd-numbered years and half in even-numbered years, starting in 2007.

SECTION 2 Terms will commence in January and end in December of the respective

position year.

SECTION 3 The Executive Committee members' terms shall not necessarily be concurrent with renewal years for other Committee members.

SECTION 4 The Committee shall inform interested parties of upcoming vacancies. Vacancies shall be posted on the District website for a minimum of two weeks. Members whose terms are expiring, but who are interested in retaining their position on the Committee, shall submit a letter of intent to the Committee chair by December 1 of that year.

## ARTICLE V

### Meetings

SECTION 1 The time and place of regular meetings shall be determined by the Executive Committee prior to the first meeting of the calendar year. Special meetings may be called by the Chairperson as necessary. The schedule of all meetings shall be disseminated in writing to all Committee members and shall be posted on the program's website.

SECTION 2 Two consecutive or three total unexcused absences of a member from regular Committee meetings during a single school year may result in a request for a replacement.

SECTION 3 All meetings of the Committee shall be open and public.

SECTION 4 All meetings will follow *Robert's Rules of Order*.

SECTION 5 Meeting notices and agendas will be sent to Committee members ten days prior to each regularly scheduled Committee meeting.

SECTION 6 Whenever special meetings are required, the Executive Committee shall be required to give all Committee members immediate notice. Electronic participation will be instituted when feasible.

## ARTICLE VI

### Voting

SECTION 1 A quorum of the Committee shall consist of members present.

SECTION 2 Decisions of the Committee shall be made by a simple majority of Committee members present.

SECTION 3 A Committee member so requesting shall have his/her vote recorded in the minutes; or, on request of any member, the vote of each member shall be recorded. A member may explain his/her vote in abstention, which shall be reported in the minutes.

#### SECTION 4

Implementation of an Executive Committee recommendation prior to a regularly scheduled meeting of the full Committee shall require a simple majority vote by the full Committee, by phone or e-mail. Otherwise, Executive Committee recommendations must be presented and voted on by a quorum of the full Committee at the next regularly scheduled meeting. In either case, votes are to be recorded in the minutes for the next regularly scheduled meeting.

### ARTICLE VII

#### Public Information

#### SECTION 1

The Chairperson or designee shall serve as spokesperson for the Committee and report directly to the Superintendent/CEO and/or the Board of Education/Board of Trustees.

### ARTICLE VIII

#### Amendments

#### SECTION 1

These By-Laws may be amended by a simple majority of a quorum at any regularly scheduled meeting.

#### SECTION 2

Proposed amendments to the By-Laws must be submitted in writing to all Committee members at least ten (10) days prior to the next regularly scheduled meeting.

### Functions and Procedures to Implement the By-Laws

In order to achieve the purposes of the Committee, the following functions and procedures are established.

#### A. Functions

1. Establish and maintain contact with persons, groups, or associations having an interest in adult education, so as to remain knowledgeable and informed relative to public and private interests in the educational needs and resources for adult students. Information flow will be facilitated by continuous interaction with the program Director/Coordinator and the Superintendent/CEO.
  - a. Each member of the Committee is responsible for bringing adult education issue and concerns to the Committee.
  - b. Each member of the Committee is responsible for sharing information with advocacy groups concerned about and/or with expertise on issues pertaining to adult students.
  - c. The Chairperson of the Committee or his/her designee acts as the liaison with the program Director/Coordinator and the Superintendent/CEO.
2. Formulate recommendations regarding significant issues in adult

education, and communicate such recommendations to the program Director/Coordinator. It is the responsibility of each Committee member to raise issues that relate to his/her area of expertise and responsibility.

3. Respond to the program Director/Coordinator and the Superintendent/CEO as a single voice through the Chairperson and/or his/her designee.
4. Assist the program Director/Coordinator and the Superintendent/CEO by reviewing and making recommendations concerning the need for new or updated legislation, rules, and guidelines affecting adult education.
5. Receive all pertinent information from the program and the Utah State Office of Education regarding programs, budgets, and issues involving adult education.

## **B. Procedures**

### **1. Membership**

- a. The members of the Committee should include both public and private entities with expertise and interest in the needs of adult education.
- b. In order to maintain or expand representation, the Committee may recommend to the Superintendent/CEO, by simple majority vote of a quorum present, that membership be extended to include other groups.

### **2. Duties of the Chairperson**

- a. Scheduling meetings for the Committee, task forces, and sub-committees.
- b. Developing agendas for regularly scheduled meetings with the Executive Committee. The program Director/Coordinator will assist as needed.
- c. Chairing all meetings of the Advisory Committee and Executive Committee, or making alternate arrangements as necessary.
- d. Coordinating with the program Director/Coordinator for all Committee activities.
- e. Establishing task forces or sub-committees with the approval of the Committee.
- f. Assuring that all meetings of task forces are reported at the succeeding Committee meeting, and that recommended action is a made a matter of record.
- g. Assuring that Committee minutes are completed and mailed to members and other appropriate recipients within two weeks of each meeting.

- h. Reporting to the Superintendent/CEO and/or the District Board of Education or Board of Education/Board of Trustees as necessary.

### **3. Expenses**

All expenditures and receipts involving adult education funds, used in connection with the Committee's official business, shall be subject to the prior approval of the program Director/Coordinator and handled in accordance with program's accounting policies and procedures.

### **4. Task Forces/Subcommittees**

- a. Task forces/subcommittees will report on current activities at Committee meetings.
- b. Task forces/sub-committees will draft recommendations for discussion and vote of the Committee. The Chairperson of the task force/sub-committee will co-present and make recommendations to the program Director/Coordinator and the Superintendent/CEO with the Chairperson of the Committee when applicable.
- c. All activities by task forces/sub-committees shall be reported to the full Committee and be made a matter of record.
- d. Task force/sub-committee membership shall be determined by the Committee Chairperson with input from the Committee.
- e. Membership on task forces/subcommittees may include representatives outside the Committee as well as from the Committee.
- f. Task forces will be given a definition of task(s) and timelines; sub-committee assignments may be ongoing.